

COURT REGIONAL DIRECTOR

DEFINITION

Under administrative direction, plans, organizes and directs the operations of several court districts of the Court; develops and coordinates major court-wide operations strategies; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is an executive management level class responsible for court operations on a regional basis. Court Managers report to Court Regional Directors and are responsible for court district daily operations. Court Regional Directors determine long-range goals for the development/revision of court-wide operations such as criminal and traffic.

ESSENTIAL FUNCTIONS

1. Provide managerial/administrative support to judicial officers, direct operations and resolve policy and procedural issues in their assigned operational districts through subordinate managers involving courtroom support, the processing of case filings and the maintenance of Court records.
2. Develop, revise and implement policies and practices related to court services and administrative matters through direct action, delegation and approval of staff recommendations.
3. Acts as head of court-wide administrative committees involving significant court-wide programs; ensures program goals developed by committee support court-wide goals, values and philosophy; monitors quality and progress of committee actions; ensures committee recommendations are implemented throughout the Court.
4. Participates in strategic planning sessions on a court-wide basis; reviews proposed long-range goals to determine their applicability to all court districts.
5. Represents the Court through interaction with members of the legal community, and participation on committees and task forces; makes oral presentations to boards, committees or outside interest groups and organizations, attorneys, and the general public.

6. Develops budget submissions requiring moderately complex justification (e.g., routine cost benefit analysis) and involving consideration of alternatives; advocates for needed resources and adequate evaluation of staff.
7. Directs and manages special projects; researches court-wide issues and problems.
8. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Five years of management experience in a court or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Graduation from an accredited college or university with a Bachelor's degree in public, business or criminal justice or closely related field is preferred.

Knowledge of

Principles and practices of management and supervision including staff development and training; principles of budget preparation and administration; operational characteristics, services and activities of a court; California judicial system and the role of the Judicial Council; computer technology as applied to court operations, methods, and programs; court and courtroom procedures and processes; Civil Code, Code of Civil Procedure, Penal Code, Vehicle Code, Welfare and Institutions Code, California Rules of Court and other statutes relating to court procedures; modern office methods including use of personal computer and related software; legal terminology; statistical analysis techniques.

Ability to

Plan, manage and coordinate multiple complex functions; assign, supervise and evaluate employees through subordinate managers in a court environment; work under the pressure of deadlines, conflicting demands, and emergencies; establish and maintain working relationships with all levels of court staff, elective and appointive bodies, and members of the general public; gain cooperation through discussion and persuasion; collect, interpret and evaluate narrative and statistical data pertaining to policy, fiscal, and section operation matters; analyze policies, regulations, projects, activities, and methods; select alternatives, project the consequences of proposed actions, implement administrative policies and work programs consistent with regulations and with court policies and goals; understand, interpret, and apply laws and regulations; present findings, recommendations, and policies to individuals and groups in an understandable and persuasive manner;

evaluate efficiency and effectiveness of services; communicate in writing on matters related to section policies, funding, and operations; revise and adapt procedures to changing needs.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 4/00

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